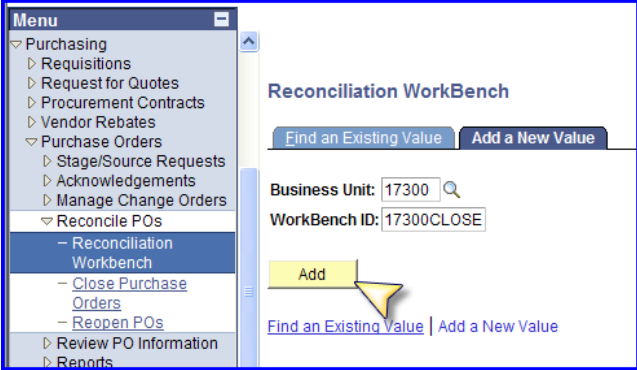


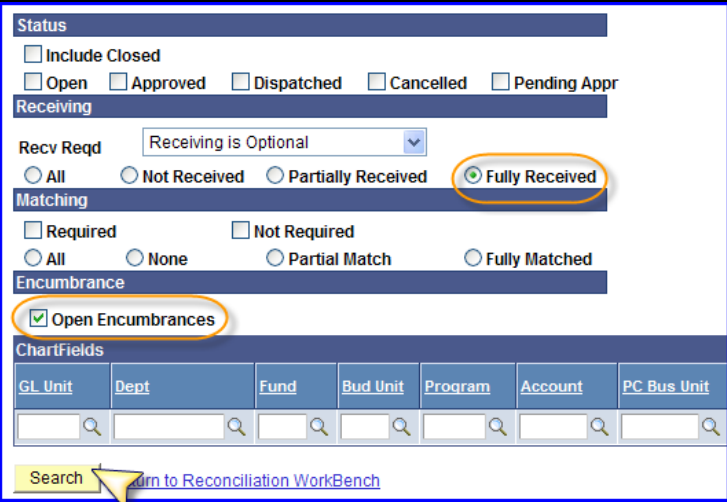
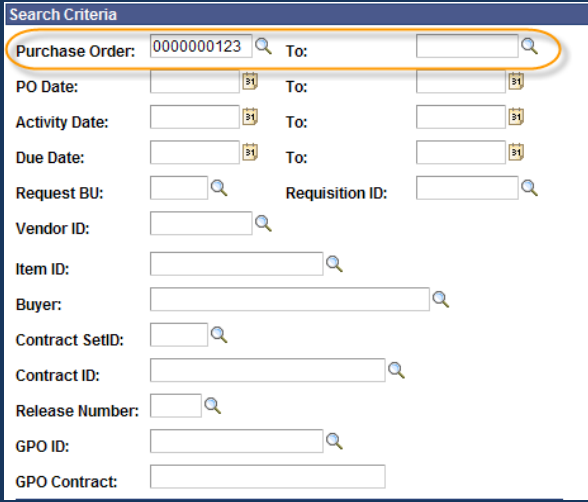
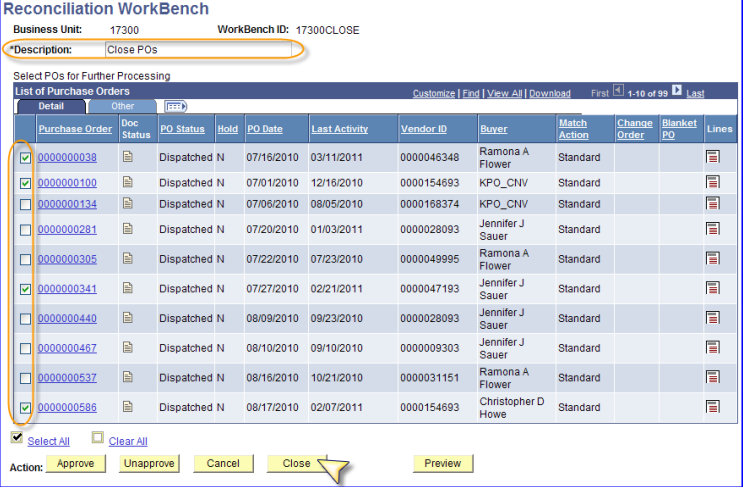


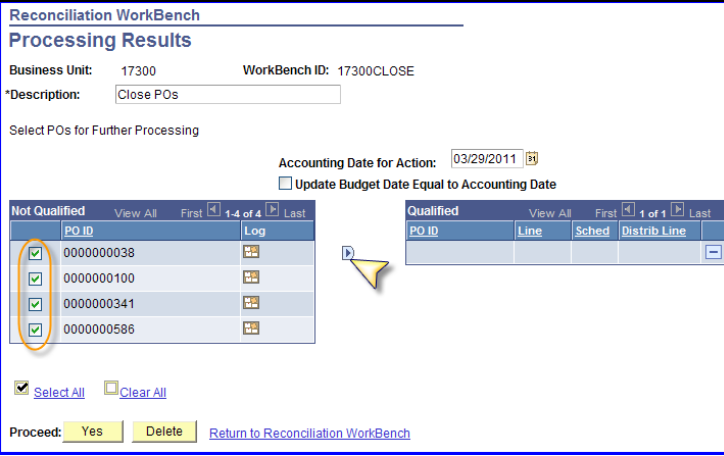
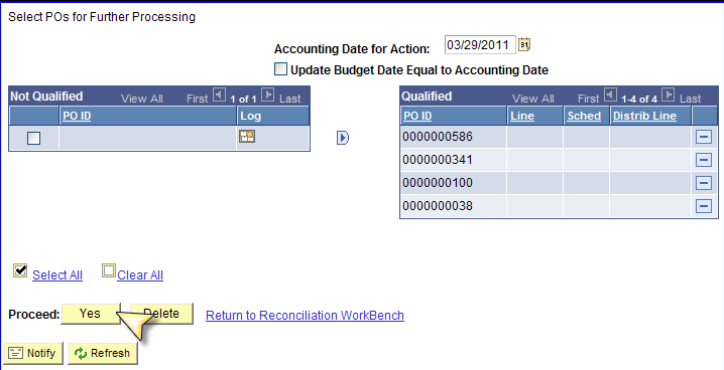
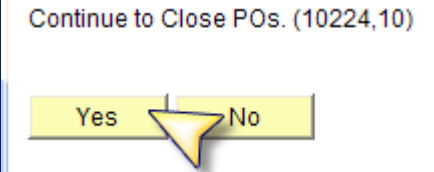
# State of Kansas

## Manual PO Close Process

*Statewide Management, Accounting and Reporting Tool*

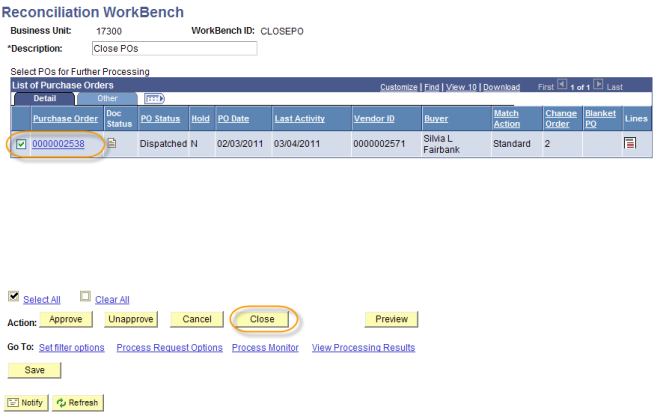
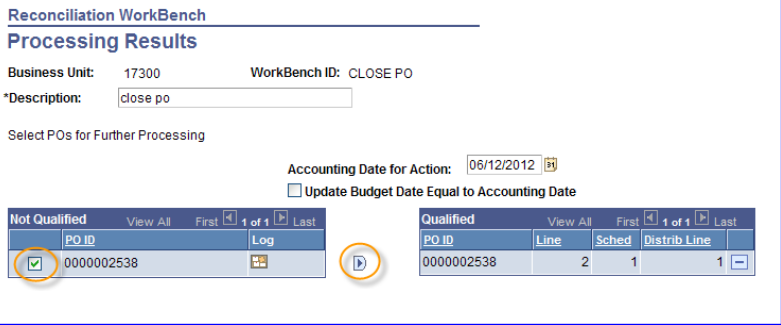
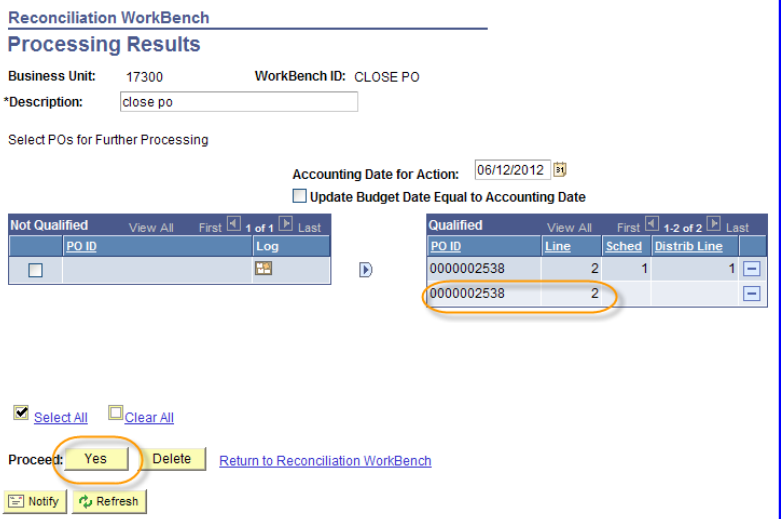
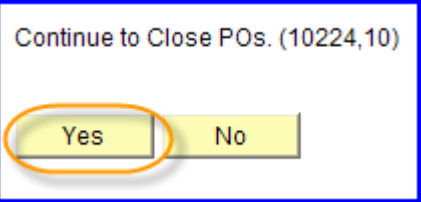

|  |  |  |
|--|--|--|
| <b>Date Created:</b>   |  | March 30, 2011   |
| <b>Version:</b>  |  | 1.3  |
| <b>Last Updated Date:</b>  |  | December 17, 2012  |
| <p>Purchase Orders meeting certain criteria are closed during the Monthly PO Close batch process on the weekend after the first business day of the month. However, an agency may have a need to close a PO before it would qualify for the Monthly PO Close process. Closing POs will liquidate outstanding encumbrance balances. It will also reduce the number of results returned when searching for a PO(s) to update, improving search efficiency. Users with the Buying Administrator role may close POs.</p> |  |  |
| <b>NOTE (1):</b>   |  | Closed POs may be re-opened, provided they were not previously 'Canceled' and available budget exists. Log a Help Desk ticket, using the title "Reopen PO" to request a PO be reopened   |
| <b>Manually Closing Purchase Order(s)</b>  |  |  |
| 1.1  | Navigation:  | Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench  |
| 1.2  | A Workbench ID will need to be created by selecting the "Add a New Value" tab, enter a Workbench ID and select the "Add" button: |   |
| <b>NOTE (2):</b>   |  | Once the WorkBench ID has been created, this ID can be used for subsequent closure activity by clicking the 'Find an Existing Value' tab, selecting the "Search" Button and selecting the "WorkBench ID" that was created. Selecting the "WorkBench ID" will take you to the "Reconciliation WorkBench – Filter Options" page. |

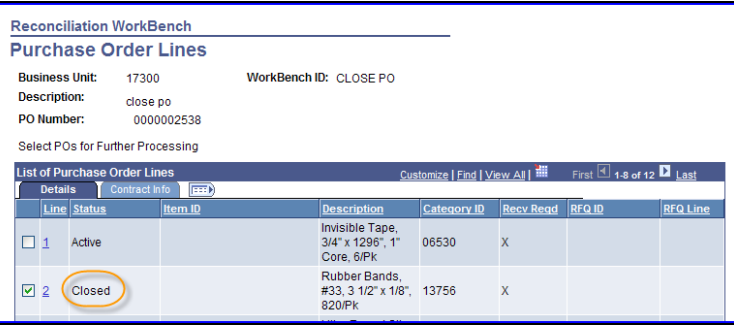
|           |  |  |
|-----------|--|--|
| 1.3       | <p>The 'Filter Options' page provides several methods to search for POs, such as range of PO ID numbers, Vendor ID, or Buyer. Searches may also be conducted based on PO status. For example users may want to select POs that have been 'Fully Received' and have an 'Open Encumbrance', see below.</p> |     |
| 1.4       | <p>If the user has a specific PO or range of POs to close, then only the PO ID or range of PO IDs need to be inserted into the Search Criteria.</p>  |   |
| 1.5       | <p>Search results are displayed on a new page. POs may be individually selected or with the "Select All" link. Once the desired POs are selected, enter a 'Description' near top of page and click the 'Close' button, see below.</p>  |  |
| NOTE (3): |  | The system may "Process" the request for several seconds.                            |

|                  |  |   |
|------------------|--|---|
| 1.6              | Any POs that meet the system criteria for closure will appear in the “Qualified” box (on right). Others not meeting system criteria, such as not being 90 days since last activity date, will appear under the “Not Qualified” box. These POs may be manually moved to the “Qualified” box by selecting the desired POs, then clicking the arrow icon between the boxes. |    |
| 1.7              | After clicking the arrow icon, POs will now be located in the “Qualified” box. Click the “Yes” button to proceed with closing the POs, see below.  |    |
| <b>NOTE (4):</b> |  | Users should LEAVE the Accounting Date as the defaulted date. Do NOT check the “Update Budget Date Equal to Accounting Date” as this could cause budget check errors especially when closing a previous fiscal year PO. |
| 1.8              | A new screen will appear, click ‘Yes’ to continue with closing POs.  |   |

| 1.9  | The system may process for several seconds. When complete, the user is returned to the selection page.  | <div>Reconciliation WorkBench</div> <div>Business Unit: 17300      WorkBench ID: 17300CLOSE</div> <div>*Description: Close POs</div> <div>Select POs for Further Processing</div> <div>List of Purchase Orders</div> <table><thead><tr><th>Purchase Order</th><th>Doc Status</th><th>PO Status</th><th>Hold</th><th>PO Date</th><th>Last Activity</th><th>Vendor ID</th><th>Buyer</th><th>Match Action</th><th>Change Order</th><th>Blanket PO</th><th>Lines</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> 000000038</td><td></td><td>Compl</td><td>N</td><td>07/16/2010</td><td>03/29/2011</td><td>0000046348</td><td>Ramona A Flower</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/> 0000000100</td><td></td><td>Compl</td><td>N</td><td>07/01/2010</td><td>03/29/2011</td><td>0000154693</td><td>KPO_CNV</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> 0000000134</td><td></td><td>Dispatched</td><td>N</td><td>07/06/2010</td><td>08/05/2010</td><td>0000168374</td><td>KPO_CNV</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> 0000000281</td><td></td><td>Dispatched</td><td>N</td><td>07/20/2010</td><td>01/03/2011</td><td>0000028093</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> 0000000305</td><td></td><td>Dispatched</td><td>N</td><td>07/22/2010</td><td>07/23/2010</td><td>0000049995</td><td>Ramona A Flower</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/> 0000000341</td><td></td><td>Compl</td><td>N</td><td>07/27/2010</td><td>03/29/2011</td><td>0000047193</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> 0000000440</td><td></td><td>Dispatched</td><td>N</td><td>08/09/2010</td><td>09/23/2010</td><td>0000028093</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> 0000000467</td><td></td><td>Dispatched</td><td>N</td><td>08/10/2010</td><td>09/10/2010</td><td>0000009303</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> 0000000537</td><td></td><td>Dispatched</td><td>N</td><td>08/16/2010</td><td>10/21/2010</td><td>0000031151</td><td>Ramona A Flower</td><td>Standard</td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/> 0000000586</td><td></td><td>Compl</td><td>N</td><td>08/17/2010</td><td>03/29/2011</td><td>0000154693</td><td>Christopher D Howe</td><td>Standard</td><td></td><td></td><td></td></tr></tbody></table> | Purchase Order | Doc Status | PO Status     | Hold        | PO Date            | Last Activity | Vendor ID    | Buyer      | Match Action | Change Order | Blanket PO | Lines | <input checked="" type="checkbox"/> 000000038 |  | Compl | N | 07/16/2010 | 03/29/2011 | 0000046348 | Ramona A Flower | Standard |  |  |  | <input checked="" type="checkbox"/> 0000000100 |  | Compl | N | 07/01/2010 | 03/29/2011 | 0000154693 | KPO_CNV | Standard |  |  |  | <input type="checkbox"/> 0000000134 |  | Dispatched | N | 07/06/2010 | 08/05/2010 | 0000168374 | KPO_CNV | Standard |  |  |  | <input type="checkbox"/> 0000000281 |  | Dispatched | N | 07/20/2010 | 01/03/2011 | 0000028093 | Jennifer J Sauer | Standard |  |  |  | <input type="checkbox"/> 0000000305 |  | Dispatched | N | 07/22/2010 | 07/23/2010 | 0000049995 | Ramona A Flower | Standard |  |  |  | <input checked="" type="checkbox"/> 0000000341 |  | Compl | N | 07/27/2010 | 03/29/2011 | 0000047193 | Jennifer J Sauer | Standard |  |  |  | <input type="checkbox"/> 0000000440 |  | Dispatched | N | 08/09/2010 | 09/23/2010 | 0000028093 | Jennifer J Sauer | Standard |  |  |  | <input type="checkbox"/> 0000000467 |  | Dispatched | N | 08/10/2010 | 09/10/2010 | 0000009303 | Jennifer J Sauer | Standard |  |  |  | <input type="checkbox"/> 0000000537 |  | Dispatched | N | 08/16/2010 | 10/21/2010 | 0000031151 | Ramona A Flower | Standard |  |  |  | <input checked="" type="checkbox"/> 0000000586 |  | Compl | N | 08/17/2010 | 03/29/2011 | 0000154693 | Christopher D Howe | Standard |  |  |  |
|--|---|---|----------------|------------|---------------|-------------|--------------------|---------------|--------------|------------|--------------|--------------|------------|-------|---|--|-------|---|------------|------------|------------|-----------------|----------|--|--|--|--|--|-------|---|------------|------------|------------|---------|----------|--|--|--|-------------------------------------|--|------------|---|------------|------------|------------|---------|----------|--|--|--|-------------------------------------|--|------------|---|------------|------------|------------|------------------|----------|--|--|--|-------------------------------------|--|------------|---|------------|------------|------------|-----------------|----------|--|--|--|--|--|-------|---|------------|------------|------------|------------------|----------|--|--|--|-------------------------------------|--|------------|---|------------|------------|------------|------------------|----------|--|--|--|-------------------------------------|--|------------|---|------------|------------|------------|------------------|----------|--|--|--|-------------------------------------|--|------------|---|------------|------------|------------|-----------------|----------|--|--|--|--|--|-------|---|------------|------------|------------|--------------------|----------|--|--|--|
| Purchase Order                                 | Doc Status  | PO Status   | Hold           | PO Date    | Last Activity | Vendor ID   | Buyer              | Match Action  | Change Order | Blanket PO | Lines        |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input checked="" type="checkbox"/> 000000038  |   | Compl   | N              | 07/16/2010 | 03/29/2011    | 0000046348  | Ramona A Flower    | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input checked="" type="checkbox"/> 0000000100 |   | Compl   | N              | 07/01/2010 | 03/29/2011    | 0000154693  | KPO_CNV            | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
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| <input type="checkbox"/> 0000000281            |   | Dispatched  | N              | 07/20/2010 | 01/03/2011    | 0000028093  | Jennifer J Sauer   | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input type="checkbox"/> 0000000305            |   | Dispatched  | N              | 07/22/2010 | 07/23/2010    | 0000049995  | Ramona A Flower    | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input checked="" type="checkbox"/> 0000000341 |   | Compl   | N              | 07/27/2010 | 03/29/2011    | 0000047193  | Jennifer J Sauer   | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input type="checkbox"/> 0000000440            |   | Dispatched  | N              | 08/09/2010 | 09/23/2010    | 0000028093  | Jennifer J Sauer   | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input type="checkbox"/> 0000000467            |   | Dispatched  | N              | 08/10/2010 | 09/10/2010    | 0000009303  | Jennifer J Sauer   | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input type="checkbox"/> 0000000537            |   | Dispatched  | N              | 08/16/2010 | 10/21/2010    | 0000031151  | Ramona A Flower    | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| <input checked="" type="checkbox"/> 0000000586 |   | Compl   | N              | 08/17/2010 | 03/29/2011    | 0000154693  | Christopher D Howe | Standard      |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| NOTE (5):                                      | The closed POs will now have a status of “Compl” (Complete). This process places the PO Budget Status in “Not Checked” status. Once the next Budget Check batch process runs, the encumbered funds will be released and the Budget Status will change to “Valid”. |   |                |            |               |             |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| NOTE (6):                                      | If the PO is connected to a Project and the Project chartfields or chartfield combinations have been “Inactivated” the PO will not pass the Budget Check process and will not release encumbered funds.   |   |                |            |               |             |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| NOTE (7):                                      | Users can validate success by running the PO Budgetary Activity report, navigation is: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity.  |   |                |            |               |             |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| Manually Closing a single PO Line              |   |   |                |            |               |             |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| 2.1  | Navigation:   | Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench   |                |            |               |             |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| 2.2  | A Workbench ID will need to be created by selecting the “Add a New Value” tab, enter a Workbench ID and select the “Add” button:  | <div>Menu</div> <div><div>Purchasing<ul style="list-style-type: none"><li>Requisitions</li><li>Request for Quotes</li><li>Procurement Contracts</li><li>Vendor Rebates</li><li>Purchase Orders<ul style="list-style-type: none"><li>Stage/Source Requests</li><li>Acknowledgements</li><li>Manage Change Orders</li></ul></li><li>Reconcile POs<ul style="list-style-type: none"><li>Reconciliation Workbench</li><li>Close Purchase Orders</li><li>Reopen POs</li></ul></li><li>Review PO Information</li><li>Reports</li></ul></div><div>Reconciliation WorkBench</div><div>Find an Existing Value    Add a New Value</div><div>Business Unit: 17300    WorkBench ID: 17300CLOSE</div><div>Add</div><div>Find an Existing Value   Add a New Value</div></div>   |                |            |               |             |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| 2.3  | The ‘Filter Options’ page provides several methods to search for POs, such as range of PO ID numbers, Vendor ID, or Buyer. Searches may also be conducted based on PO status. For example users may want to select POs that have been ‘Fully Received’ and have   | <div>Status</div> <div><input type="checkbox"/> Include Closed</div> <div><input type="checkbox"/> Open    <input type="checkbox"/> Approved    <input type="checkbox"/> Dispatched    <input type="checkbox"/> Cancelled    <input type="checkbox"/> Pending Appr</div> <div>Receiving</div> <div>Recv Req    Receiving is Optional</div> <div><input type="radio"/> All    <input type="radio"/> Not Received    <input type="radio"/> Partially Received    <input checked="" type="radio"/> Fully Received</div> <div>Matching</div> <div><input type="checkbox"/> Required    <input type="checkbox"/> Not Required</div> <div><input type="radio"/> All    <input type="radio"/> None    <input type="radio"/> Partial Match    <input type="radio"/> Fully Matched</div> <div>Encumbrance</div> <div><input checked="" type="checkbox"/> Open Encumbrances</div> <div>ChartFields</div> <table><thead><tr><th>GL Unit</th><th>Dept</th><th>Fund</th><th>Bud Unit</th><th>Program</th><th>Account</th><th>PC Bus Unit</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <div>Search    <a href="#">Go to Reconciliation WorkBench</a></div>  | GL Unit        | Dept       | Fund          | Bud Unit    | Program            | Account       | PC Bus Unit  |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
| GL Unit  | Dept  | Fund  | Bud Unit       | Program    | Account       | PC Bus Unit |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |
|  |   |   |                |            |               |             |                    |               |              |            |              |              |            |       |   |  |       |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |         |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                  |          |  |  |  |                                     |  |            |   |            |            |            |                 |          |  |  |  |  |  |       |   |            |            |            |                    |          |  |  |  |

|                                       | an 'Open Encumbrance', see below.  |  |   |             |               |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
|---------------------------------------|--|--|---|-------------|---------------|-------------|-------------------|---------------|--------------|------------|----------------------------|--------------|------------|---|--------------------------|------------|------------|---|---------------------------------------|------------|------------|--|----------|---|--|--|----------------------------|--------|--|---|-------|---|--|--|----------------------------|--------|--|---|-------|---|--|--|----------------------------|--------|--|--|-------|---|--|--|----------------------------|--------|--|--|-------|---|--|--|----------------------------|--------|--|--|-------|---|--|--|----------------------------|--------|--|--|-------|---|--|--|----------------------------|--------|--|---|-------|---|--|--|-----------------------------|----------|--|---|-------|---|--|--|-----------------------------|--------|--|--|-------|---|--|--|-----------------------------|--------|--|-----------------------------------|-------|---|--|--|
| 2.4                                   | From the search results page, select the "Lines" icon in the far right hand column for the desired PO: | <div><div>Reconciliation WorkBench</div><div>Business Unit: 17300      WorkBench ID: CLOSEPO</div><div>*Description: <input type="text" value="Close POs"/></div><div>Select POs for Further Processing</div><div><div>List of Purchase Orders</div><div><div>Customize   Find   View   10   Download</div><div>First 1 of 1 Last</div></div><table><thead><tr><th>Detail</th><th>Other</th><th>PO Status</th><th>Hold</th><th>PO Date</th><th>Last Activity</th><th>Vendor ID</th><th>Buyer</th><th>Match Action</th><th>Change Order</th><th>Blanket PO</th><th>Lines</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>0000002538</td><td>Dispatched</td><td>N</td><td>02/03/2011</td><td>03/04/2011</td><td>0000002571</td><td>Silvia L Fairbank</td><td>Standard</td><td>2</td><td></td><td></td></tr></tbody></table><div><input checked="" type="checkbox"/> Select All    <input type="checkbox"/> Clear All</div><div>Action: <input type="button" value="Approve"/> <input type="button" value="Unapprove"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/> <input type="button" value="Preview"/></div><div>Go To: <a href="#">Set filter options</a> <a href="#">Process Request Options</a> <a href="#">Process Monitor</a> <a href="#">View Processing Results</a></div><div><input type="button" value="Save"/></div></div></div>  | Detail  | Other       | PO Status     | Hold        | PO Date           | Last Activity | Vendor ID    | Buyer      | Match Action               | Change Order | Blanket PO | Lines                                       | <input type="checkbox"/> | 0000002538 | Dispatched | N | 02/03/2011                            | 03/04/2011 | 0000002571 | Silvia L Fairbank                        | Standard | 2 |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| Detail                                | Other  | PO Status  | Hold  | PO Date     | Last Activity | Vendor ID   | Buyer             | Match Action  | Change Order | Blanket PO | Lines                      |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/>              | 0000002538   | Dispatched   | N   | 02/03/2011  | 03/04/2011    | 0000002571  | Silvia L Fairbank | Standard      | 2            |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| 2.5                                   | Select the PO line(s) to be closed and then select the "Return to Reconciliation WorkBench" link:      | <div><div>Reconciliation WorkBench</div><div>Purchase Order Lines</div><div>Business Unit: 17300      WorkBench ID: CLOSEPO</div><div>Description: Close POs</div><div>PO Number: 0000002538</div><div>Select POs for Further Processing</div><div><div>List of Purchase Order Lines</div><div><div>Customize   Find   View: 8  </div><div>First 1-12 of 12 Last</div></div><table><thead><tr><th>Line</th><th>Status</th><th>Item ID</th><th>Description</th><th>Category ID</th><th>Recv Req</th><th>RFQ ID</th><th>RFQ Line</th></tr></thead><tbody><tr><td><input type="checkbox"/> 1</td><td>Active</td><td></td><td>Invisible Tape, 3/4" x 1296", 1" Core, 6/Pk</td><td>06530</td><td>Y</td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/> 2</td><td>Active</td><td></td><td>Rubber Bands, #33, 3 1/2" x 1/8", 820/Pk</td><td>13756</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 3</td><td>Active</td><td></td><td>Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Black Ink</td><td>13690</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 4</td><td>Active</td><td></td><td>Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Red Ink</td><td>13690</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 5</td><td>Active</td><td></td><td>Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Blue Ink</td><td>13690</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 6</td><td>Active</td><td></td><td>Recycled Sticky Notes, 1-1/2"x2", Yellow, 12 100-Sheet Pads/Pk</td><td>01239</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 7</td><td>Active</td><td></td><td>Stickies Self-Stick Removable Notes, Blank, 3" x 3", Yellow, 12/Pk</td><td>01239</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 8</td><td>Active</td><td></td><td>DuraMark Permanent Markers, Chisel Tip, Black Ink, 12/Pk</td><td>13694</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 9</td><td>Active</td><td></td><td>Marks-A-Lot Permanent Markers, Large Bullet Tip with Pocket Clip, Black Ink</td><td>13694</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 10</td><td>Canceled</td><td></td><td>Masking Tape, Highland, All-Purpose, 12mm X 55M, Roll</td><td>06521</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 11</td><td>Active</td><td></td><td>Mailing Address Labels for Laser and Inkjet Printers, White, 1" x 2 5/8"</td><td>35338</td><td>Y</td><td></td><td></td></tr><tr><td><input type="checkbox"/> 12</td><td>Active</td><td></td><td>2000Plus Roll-On Ink, 2 oz, Black</td><td>13720</td><td>Y</td><td></td><td></td></tr></tbody></table><div><input checked="" type="checkbox"/> Select All    <input type="checkbox"/> Clear All</div><div><a href="#">Return to Reconciliation WorkBench</a></div><div><input type="button" value="Notify"/> <input type="button" value="Refresh"/></div></div></div> | Line  | Status      | Item ID       | Description | Category ID       | Recv Req      | RFQ ID       | RFQ Line   | <input type="checkbox"/> 1 | Active       |            | Invisible Tape, 3/4" x 1296", 1" Core, 6/Pk | 06530                    | Y          |            |   | <input checked="" type="checkbox"/> 2 | Active     |            | Rubber Bands, #33, 3 1/2" x 1/8", 820/Pk | 13756    | Y |  |  | <input type="checkbox"/> 3 | Active |  | Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Black Ink | 13690 | Y |  |  | <input type="checkbox"/> 4 | Active |  | Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Red Ink | 13690 | Y |  |  | <input type="checkbox"/> 5 | Active |  | Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Blue Ink | 13690 | Y |  |  | <input type="checkbox"/> 6 | Active |  | Recycled Sticky Notes, 1-1/2"x2", Yellow, 12 100-Sheet Pads/Pk | 01239 | Y |  |  | <input type="checkbox"/> 7 | Active |  | Stickies Self-Stick Removable Notes, Blank, 3" x 3", Yellow, 12/Pk | 01239 | Y |  |  | <input type="checkbox"/> 8 | Active |  | DuraMark Permanent Markers, Chisel Tip, Black Ink, 12/Pk | 13694 | Y |  |  | <input type="checkbox"/> 9 | Active |  | Marks-A-Lot Permanent Markers, Large Bullet Tip with Pocket Clip, Black Ink | 13694 | Y |  |  | <input type="checkbox"/> 10 | Canceled |  | Masking Tape, Highland, All-Purpose, 12mm X 55M, Roll | 06521 | Y |  |  | <input type="checkbox"/> 11 | Active |  | Mailing Address Labels for Laser and Inkjet Printers, White, 1" x 2 5/8" | 35338 | Y |  |  | <input type="checkbox"/> 12 | Active |  | 2000Plus Roll-On Ink, 2 oz, Black | 13720 | Y |  |  |
| Line                                  | Status   | Item ID  | Description   | Category ID | Recv Req      | RFQ ID      | RFQ Line          |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 1            | Active   |  | Invisible Tape, 3/4" x 1296", 1" Core, 6/Pk                                 | 06530       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input checked="" type="checkbox"/> 2 | Active   |  | Rubber Bands, #33, 3 1/2" x 1/8", 820/Pk                                    | 13756       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 3            | Active   |  | Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Black Ink       | 13690       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 4            | Active   |  | Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Red Ink         | 13690       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 5            | Active   |  | Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Blue Ink        | 13690       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 6            | Active   |  | Recycled Sticky Notes, 1-1/2"x2", Yellow, 12 100-Sheet Pads/Pk              | 01239       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 7            | Active   |  | Stickies Self-Stick Removable Notes, Blank, 3" x 3", Yellow, 12/Pk          | 01239       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 8            | Active   |  | DuraMark Permanent Markers, Chisel Tip, Black Ink, 12/Pk                    | 13694       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 9            | Active   |  | Marks-A-Lot Permanent Markers, Large Bullet Tip with Pocket Clip, Black Ink | 13694       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 10           | Canceled   |  | Masking Tape, Highland, All-Purpose, 12mm X 55M, Roll                       | 06521       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 11           | Active   |  | Mailing Address Labels for Laser and Inkjet Printers, White, 1" x 2 5/8"    | 35338       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |
| <input type="checkbox"/> 12           | Active   |  | 2000Plus Roll-On Ink, 2 oz, Black   | 13720       | Y             |             |                   |               |              |            |                            |              |            |   |                          |            |            |   |                                       |            |            |  |          |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |   |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |  |       |   |  |  |                            |        |  |   |       |   |  |  |                             |          |  |   |       |   |  |  |                             |        |  |  |       |   |  |  |                             |        |  |                                   |       |   |  |  |

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|------|--|---|--|
| 2.6  | Select the check box in front of the PO and then select the "Close" button:  |  <p>Reconciliation WorkBench<br/>Business Unit: 17300 WorkBench ID: CLOSE PO<br/>*Description: Close POs<br/>Select POs for Further Processing<br/>List of Purchase Orders<br/>Detail Other [1 of 1] Last<br/>Purchase Order Doc Status PO Status Hold PO Date Last Activity Vendor ID Buyer Match Action Change Order Blanket PO Lines<br/>0000002538 Dispatched N 02/03/2011 03/04/2011 0000002571 Silvia L Fairbank Standard 2<br/>Select All Clear All<br/>Action: Approve Unapprove Cancel Close Preview<br/>Go To: Set filter options Process Request Options Process Monitor View Processing Results<br/>Save<br/>Notify Refresh</p> |  |
| 2.7  | Line 2 / Schedule 1 / Distribution Line 1 qualifies for closure. To close all of line two (2), select the check box in front of the PO ID and then select the arrow icon between the two tables: |  <p>Reconciliation WorkBench<br/>Processing Results<br/>Business Unit: 17300 WorkBench ID: CLOSE PO<br/>*Description: close po<br/>Select POs for Further Processing<br/>Accounting Date for Action: 06/12/2012<br/>Update Budget Date Equal to Accounting Date<br/>Not Qualified View All First 1 of 1 Last<br/>PO ID Log<br/>0000002538<br/>Qualified View All First 1 of 1 Last<br/>PO ID Line Sched Distrib Line<br/>0000002538 2 1 1<br/>0000002538 2</p>  |  |
| 2.8  | Now all of line two (2) is showing in the right hand table. Select the "Yes" button:   |  <p>Reconciliation WorkBench<br/>Processing Results<br/>Business Unit: 17300 WorkBench ID: CLOSE PO<br/>*Description: close po<br/>Select POs for Further Processing<br/>Accounting Date for Action: 06/12/2012<br/>Update Budget Date Equal to Accounting Date<br/>Not Qualified View All First 1 of 1 Last<br/>PO ID Log<br/>Qualified View All First 1-2 of 2 Last<br/>PO ID Line Sched Distrib Line<br/>0000002538 2 1 1<br/>0000002538 2<br/>Select All Clear All<br/>Proceed: Yes Delete Return to Reconciliation WorkBench<br/>Notify Refresh</p>   |  |
| 2.9  | Select "Yes" on the pop up box:  |  <p>Continue to Close POs. (10224,10)<br/>Yes No</p>  |  |
| 2.10 | This will process for several seconds, once it is finished processing it will take you back to the search results page. The PO Status will remain the same.                                      |  <p>Reconciliation WorkBench<br/>Business Unit: 17300 WorkBench ID: CLOSE PO<br/>*Description: Close POs<br/>Select POs for Further Processing<br/>List of Purchase Orders<br/>Detail Other [1 of 1] Last<br/>Purchase Order Doc Status PO Status Hold PO Date Last Activity Vendor ID Buyer Match Action Change Order Blanket PO Lines<br/>0000002538 Dispatched N 02/03/2011 06/12/2012 0000002571 Silvia L Fairbank Standard 2</p>   |  |

|      |   |  |
|------|---|--|
|      | Select the "Lines" icon:                                      |  |
| 2.11 | The status for line two (2) of this PO now shows as "Closed": |  <p>The screenshot displays the 'Reconciliation WorkBench' interface for 'Purchase Order Lines'. It includes fields for Business Unit (17300), Description (close po), and PO Number (0000002538). Below these is a table titled 'List of Purchase Order Lines' with columns: Line, Status, Item ID, Description, Category ID, Recv. Reqd, RFQ ID, and RFQ Line. Line 1 is 'Active' and Line 2 is 'Closed'. The 'Closed' status for Line 2 is circled in orange.</p> |
|      | <b>NOTE (8):</b>  | Wait until the hourly batch processes run before validating that the encumbrance has been released using the PO Budgetary Activity report, navigation is: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity.  |
|      |   |  |